



Urban League of
Palm Beach County and Treasure Coast, Inc.

Mission

The Urban League of Palm Beach County and Treasure Coast creates pathways for our communities to access economic, social, and civic opportunities through education, advocacy, and training.

Title: Vice President of Finance and Administration

Reports To: President & CEO

Department: Finance and Administration

FLSA Status: Exempt

Employment Type: Full-Time

Location: West Palm Beach, Florida

Relocation Assistance: Not offered

Position Summary

The Vice President of Finance and Administration (VPFA) reports directly to the President & CEO and serves as a key member of the senior leadership team. The VPFA provides strategic leadership and oversight of the organization's financial management, accounting, administration, information technology, cybersecurity, operational systems, and organizational infrastructure.

The VPFA is responsible for safeguarding the organization's financial assets, maintaining strong internal controls, ensuring accurate and timely financial reporting, managing organizational and program budgets, overseeing cash flow, and ensuring compliance with applicable laws, regulations, funding requirements, and accounting standards.

Working closely with the President & CEO, senior leadership, and Board of Directors, the VPFA provides financial analysis, scenario planning, and strategic recommendations to support informed decision-making, organizational sustainability, operational efficiency, and the advancement of the Urban League's mission.

Duties and Responsibilities

Financial Leadership and Management

- Provide strategic leadership and oversight of all financial and accounting activities of the organization.
- Establish, maintain, monitor, and continuously improve fiscal policies, procedures, systems, and internal controls.
- Oversee the organization's accounting functions and ensure the accuracy and integrity of financial records.
- Review monthly general ledgers, trial balances, balance sheets, revenue, expenses, and program-level financial reports for accuracy and completeness.
- Manage organizational cash flow, accounts receivable, revenue recognition, and financial activity associated with grants, contracts, and other funding sources.

- Monitor the financial performance of programs and departments and identify significant trends, risks, and variances.
- Approve payroll and other expenditures in accordance with established policies and authorization requirements.
- Provide financial analysis and recommendations regarding strategic opportunities, business models, investments, and organizational initiatives.

Budget Forecasting and Financial Planning

- Lead the development of the organization's annual operating budget in collaboration with the President & CEO and senior management.
- Prepare the annual budget for review by the President & CEO and approval by the Board of Directors.
- Monitor actual financial performance against approved budgets and provide timely variance analysis.
- Develop financial forecasts, projections, and scenario analyses to support short- and long-term planning.
- Assist leadership in evaluating the financial implications of strategic decisions and organizational priorities.

Financial Reporting

- Ensure the accurate and timely preparation and submission of financial reports for internal and external stakeholders.
- Prepare, at minimum, monthly financial reports for the President & CEO and Board of Directors.
- Review financial reports with the President & CEO in preparation for Board and Finance Committee meetings.
- Oversee financial reporting for the organization's three entities: the direct services provider, supporting foundation, and affordable housing property.
- Ensure appropriate accounting and reporting of restricted and unrestricted funds, grants, contracts, and other funding sources.

Audit, Tax, and Compliance

- Coordinate and oversee the internal preparation for all financial audits and monitoring activities, including those conducted by independent Certified Public Accountants, government agencies, funders, workers' compensation auditors, and other authorized entities.
- Serve as the primary organizational contact for financial auditors and monitoring agencies, as appropriate.
- Prepare and/or review required tax filings, including IRS Forms 941 and 990, W-2, W-3, 1096, 1099, state unemployment tax returns, and other applicable filings prior to authorized signature and submission.
- Ensure compliance with applicable federal, state, local, contractual, and funding requirements.
- Maintain knowledge of governmental and fund accounting principles, practices, procedures, laws, rules, and regulations applicable to the organization.
- Respond promptly and accurately to financial monitoring requests from funders and other authorized entities.

Internal Controls, Policies, and Risk Management

- Develop, implement, monitor, and strengthen effective internal financial controls to safeguard organizational assets.
- Design and implement accounting and administrative systems necessary to maintain accurate records and appropriate controls.

- Develop, review, and update accounting and operations of policies and procedures.
- Identify financial and operational risks and recommend appropriate corrective actions and risk-mitigation strategies.
- Promote organizational accountability, transparency, and compliance with established financial policies and procedures.

Grants and Contract Management

- Oversee the financial management of grants and contracts that support the organization's programs and services.
- Track and account for grant and contract revenue, expenditures, receivables, and cash.
- Monitor grant expenditures against approved budgets and funding requirements.
- Work collaboratively with program leadership to promote appropriate fiscal management of grant-funded activities.
- Support financial reporting, monitoring, audits, and close-out activities associated with grants and contracts.

Leadership and Staff Management

- Directly supervise Finance Department staff and provide leadership, coaching, professional development, and performance management.
- Establish annual goals and performance expectations for assigned staff.
- Conduct annual performance evaluations in accordance with organizational policies.
- Ensure appropriate segregation of duties and accountability within the Finance Department.
- Promote a collaborative, responsive, and high-performing team environment.
- Ensure the timely and accurate completion of departmental responsibilities.

Administration Technology, and Organizational Operations

- Assist the President & CEO with administrative and operational responsibilities as assigned.
- Provide oversight and strategic direction for organizational information technology systems and cybersecurity practices.
- Evaluate administrative and operational systems to identify opportunities to improve efficiency, security, effectiveness, and organizational capacity.
- Collaborate with senior leadership to ensure financial, administrative, and technology systems effectively support program delivery and organizational growth.
- Perform other duties and responsibilities as assigned by the President & CEO.

The successful candidate must demonstrate:

- Strong knowledge of nonprofit accounting, governmental accounting, and fund accounting principles, methods, practices, and procedures.
- Knowledge of fiscal laws, statutes, regulations, and funding requirements applicable to nonprofit organizations.
- Strong understanding of grants and contract financial management.
- Demonstrated ability to maintain and oversee complex accounting and audit records.
- Ability to analyze financial statements, audit reports, budgets, and financial data and develop appropriate recommendations.
- Strong analytical, critical-thinking, and problem-solving skills.
- Ability to identify financial and operational risks and develop practical solutions.
- Demonstrated experience developing and maintaining effective internal controls.

- Strong leadership and supervisory skills with the ability to direct and develop accounting and administrative staff.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills, including the ability to communicate financial information to non-financial audiences.
- Ability to work collaboratively with senior leadership, staff, Board members, auditors, funders, and community partners.
- Demonstrated ability to manage multiple priorities and meet critical deadlines.
- High degree of professionalism, discretion, integrity, and sound judgment.

Education & Experience

Required:

- Bachelor's degree in accounting, Finance, Business Administration, or a closely related field.
- Minimum of seven (7) years of progressively responsible accounting and financial management experience, preferably within a nonprofit organization.
- Demonstrated experience with nonprofit, governmental, and/or fund accounting.
- Experience managing organizational budgets, financial reporting, audits, grants, contracts, and internal controls.
- Demonstrated supervisory and leadership experience.
- Proficiency with Blackbaud and QuickBooks.
- High level of proficiency with Microsoft Office/Microsoft 365 applications, particularly Excel.

Preferred:

- Senior-level financial leadership experience within a nonprofit or similarly complex organization.
- Experience managing the finances of multiple related entities.
- Experience working with government-funded grants and contracts.
- Advanced degree in Accounting, Finance, Business Administration, or related discipline.
- CPA or other relevant professional certifications.

Other Requirements

- Valid Florida Driver's License and reliable transportation.
- Ability to successfully complete a Level 2 background screening and required drug screening.
- Ability to travel out of town occasionally.
- Ability to commute reliably to West Palm Beach, Florida.

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- 401(k) retirement plan
- 401(k) employer matching
- Flexible Spending Account (FSA)
- Paid time off
- Employee discounts
- Other benefits offered in accordance with organizational policies

Salary Range: \$110,000.00 - \$125,000.00 per year

PLEASE FORWARD RESUME, COVER LETTER AND SALARY REQUIREMENTS TO:

urbantechjobs@ulpbc.org